

TURN-KEY HUMAN RESOURCES



# Training Product Brochure


UNLOCKING  
WORKFORCE  
FULL-POTENTIAL

# OVERVIEW

Bridge the skills gap and propel your organisation forward with our specialised training solutions.

We offer a comprehensive range of courses to equip your employees with the expertise they need to excel in today's competitive business landscape.

From navigating data privacy regulations to fostering a culture of inclusion, our course catalogue addresses a wide range of specialised training courses, empowering your people to become high-performing assets.



***"Empower your  
Workforce:  
Cultivate  
specialized skills  
with Targeted  
Training"***

# BENEFITS



## **Address Specialised Needs:**

Target specific skills gaps with our curated selection of specialised training courses.



## **Enhanced Employee Performance:**

Empower your workforce with the expertise to excel and contribute more effectively.



## **Increased Innovation:**

Foster a culture of continuous learning and innovation through specialised training programs.



## **Improved Compliance:**

Ensure adherence to industry regulations and best practices with compliance-focused training courses.



## **Measurable ROI:**

Track the impact of training on your business through our comprehensive reporting and analytics.

***"Bridge skills gaps, Boost employee performance and Drive growth"***

# OUR APPROACH

*We collaborate with you to identify your needs and develop training programs that deliver tangible results.*



## **In-Depth Needs Assessment:**

We work closely with you to understand your company's goals, challenges, and specific skills gaps



## **Customised Course Selection:**

Our team curates a selection of training courses that directly address identified training needs



## **Expert-Led Training:**

All our courses are led by industry experts and experienced trainers who are passionate about knowledge transfer



## **Flexible Learning Options:**

We offer a variety of learning modalities including in-person sessions, eLearning modules, and blended learning approaches to cater to individual learning preferences and schedules



# IMPLEMENTATION

## 01 Program Management:

Our dedicated team can handle all logistical aspects of the training program, including scheduling, communication and material distribution.

## 02 Learner Management System (LMS):

Our courses can be adapted for our clients' LMS or Intranet, to provide learners easy access to training materials, progress tracking and the facilitation of communication with instructors.

## 03 Engaging Learning Design

Our courses are designed around adult learning principles – they solve real problems, leverage attendees' experience, and are highly interactive and engaging, promoting knowledge retention and the application of learned skills upon return to work – thus ensuring real training ROI.

## 04 Ongoing Support:

We offer ongoing support to learners throughout the training program and beyond.

***"Our streamlined process ensures a smooth and efficient training experience for both learners and the organisation"***

# TRAINING COURSES



## Mastering the Employment Equity Act (day 1)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

The purpose and principles of the Employment Equity Act; Discrimination and equality; Medical and psychometric testing; Legal requirements of the Act incl – Establishment of Employment Equity Committee and management of the consultation process; Conducting an analysis of organizations employment policies, procedures and practices and developing an employment equity plan; Statutory reporting and recordkeeping. Management of disability and HIV/AIDS in the workplace.



## Establishing and Managing an Employment Equity Committee (1 Day)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Establishment of an Employment Equity Committee; Defining cconstituencies; Committee authority and scope; Committee structure and office bearers; Understanding and management of the consultation process; Disclosure of information; Role and responsibilities of committee members; Meeting management; Quorums and dispute resolution.



## Role of the Employment Equity Manager (1 Day)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Overview of legislative requirements of the Employment Equity Act; Eligibility criteria for Employment Equity Manager appointment; Authority and scope of accountability; Key stakeholders; Leadership and oversight; Policy development and monitoring; Employment equity compliance monitoring and reporting; Consultation oversight; Dispute resolution management.



## Protection of Personal Employee Information (1 Day)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Overview of legislative requirements of the Protection of Personal Information Act No. 4 of 2013 relating to the protection of employee information; Employee personal information impact assessments; Understanding and application of watertight data processing operations; Personal employee Information security measures; Data management appointed offices and roles; Data subject rights; Employee data protection policies.



## Health and Safety in an Office Environment (1/2 Day)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Health and safety management appointments; Fire safety; Electrical safety; Emergency evacuation; Housekeeping i.e. clean desk policy, office space management and trip handling; Manual handling; Ventilation, lighting and sanitation; Smoking and intoxication; First aid management.



## Workplace Ergonomics (2 hours)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Main tenets of Ergonomics Regulations; Ergonomics principles; , Design of an ergonomically compliant workspace, Correct body mechanics and posture; Wellbeing and work life balance; healthy habits that promote mental and physical wellbeing; identification and prevention of potential ergonomics health and safety risks

# TRAINING COURSES



## Effectiver Performance Management (day 1)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Defining performance management and aligning leadership approach; Latest trends in performance management; Facilitating effective Performance Conversations; Types of performance feedback including 360 Degree performance reviews; Delivering effective performance feedback; Rating Scales; Understanding Distribution Curves; Managing reviewer bias; Performance bonuses; Management of poor performance.



## Discipline in the Workplace (1 Day)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Duties and Obligations of Parties to the Disciplinary Process; Types of Disciplinary Action; Procedures implemented prior to implementing Disciplinary Action; Disciplinary Procedure for Non-Dismissible Type Offences; Management of Disciplinary hearings including roles and responsibilities; Disciplinary appeals; Criminal charges.



## Workplace disability Management (1 1/2 Day)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Code of Good Practice on the Employment of People with Disabilities; Defining and understanding disability; Promoting disability awareness and sensitization; Reasonable accommodation of disabled persons in the workplace including mechanisms for making workplace more inclusive and accessible ; Skills and strategies to interact sensitively with people with disabilities;



## Promotion of diversity and prevention of harrassment (1 day)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Code of Good Practice on the Prevention and Elimination of Harassment; Types of harassment including racial, ethnic or social origin, psychological, physical; sexual; bullying; hate speech; Procedures for dealing with harassment including internal and statutory remedies; Workplace strategies to prevent harassment in the workplace; Defining four categories of diversity; Understanding common workplace diversity issues/trends; Fostering a diverse and equitable workplace culture including addressing unconscious bias (biases, stereotypes and prejudices).

# SOFT SKILLS TRAINING COURSES



## Communicate clearly, connect effectively (day 1)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Sharpen your communication skills to foster collaboration and build strong working relationships. Learn active listening techniques, effective feedback methods, and clear communication strategies for all work situations.



## Power Up Your Online Presence –Stay Safe Stay Professional ( 2days)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Navigate the digital world confidently. This training will cover best practices for email communication, professional online presence, and responsible use of social media in the workplace.



## Inspired Teams, Improved Results (2 days)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Discover strategies to boost employee morale and commitment. Learn how to create a motivating work environment, recognise and reward achievements, and foster a sense of purpose within your team.



## Craft Your Message, Captivate Your Audience (2 days)

**Duration:** 2 days

**Delivery:** Onsite and Online

**Schedule:**  
On demand

Learn how to use the Seven Design Principles to craft visually impactful and engaging PowerPoint presentations. This training covers creating a consistent visual theme, using data visualisation effectively, and crafting a clear and concise message to impress your audience.



## Presenting Captivating to achieve your goals (2 days)

**Duration:** 2 days

**Delivery:** Onsite and Online


**Schedule:**  
On demand

Master the art of delivering dynamic and persuasive presentations. This training covers preparation and delivery techniques, effective stage presence, and building audience engagement.



# IMPACT

- 01 Improved Skills and Knowledge:**  
Measure training effectiveness through fit-for-purpose assessments and knowledge checks to gauge skills development.
- 02 Enhanced Employee Performance:**  
Track the impact of training on individual and team performance metrics.
- 03 Increased Employee Engagement:**  
Monitor employee sentiment to measure increased engagement and post-training satisfaction.
- 04 Strategic Business Growth:**  
Align your training programs with your overall business goals to drive sustainable growth and achieve long-term success.



***"Investing in  
your people:  
Measurable  
results and  
Sustainable  
growth"***

# WHY TURN-KEY



***"Incorporated in 2004, we have an established track record of adding real value to our clients through continuous innovation and a personalised approach to delivery."***

***Years in Business 20+***

***Years Experience 75+***

***Continents of operation 3***

First and foremost, we work with our clients as **trusted advisors**. Then, as skilled implementers.

Our training is designed around **adult learning principles** and delivered using process facilitation, resulting in a **highly immersive and interactive** learning experience

Our implementation approach factors in both the **value added** to the client and the **sustainability** of the implementation.

All recommendations are derived from **rigorous diagnostic analysis** tools built around hard business logic.

Our solutions are always **co-created** with our clients.

**Change management** is built into all our products, ensuring a smoother transition and greater sustainability.



# **ACT TODAY FOR A TRANSFORMATIVE TOMORROW**

**CALL US FOR A FREE CONSULTATION**

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